



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **308**, s. 2026

18 MAY 2026

**EXTENSION OF ACCEPTANCE OF APPLICATION FOR SCHOOL
PRINCIPAL II (SECONDARY)**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **School Principal II (Secondary)**.

2. All interested applicants are advised to submit their application documents **on or before 4:00 PM, Monday, May 25, 2026** to the **Records Unit** of the Division Office of the Schools Division of the City of Batac.

3. The following basic qualification standards shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the evaluation of applicants:

Education: Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management;

Training: 32 hours of training in any of a or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years

Experience: 5 years teaching experience and 2 years experience in school management and operations

Eligibility: RA 1080, as amended (Teacher)

4. Applicants shall submit one (1) copy of the following documentary requirements:

a. Letter of intent addressed to the Schools Division Superintendent, using the following format:

ANSELMO R. ALUDINO
Schools Division Superintendent
Schools Division of the City of Batac

Thru: JADLEY MEL P. PISO
Administrative Officer IV
Human Resource Management Office

- i. Statement of purpose/expression of interest
- ii. Position applied for
- b. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2025) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID ;
- d. Certificate of Competency Level issued by Authorized body (if applicable);



SDCB RECORDS UNIT

2607079



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

- e. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- f. Photocopy of Service Record;
- g. Photocopy of latest appointment;
- h. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP) – accredited professional development programs/courses, or certificates of training issued by NEAP -accredited public or private institution of Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any);
- i. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only;
- j. Photocopy of the required Performance Rating with at **least Very Satisfactory** rating (For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- k. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) of Principal's Test) (for School Principal positions only);
- l. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form which can be downloaded from <https://tinyurl.com/AnnexC1-SchoolHead>, sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755, and
- m. Other documents as may be required by the HRMPSB
For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators.
For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.

5. Online submission of electronic copies of the above-enumerated application documents may be submitted through the official email address of the HRMU (sdcbhrrunit@deped.gov.ph), **subject to the submission of the hard copy within five (5) days from the date of submission online.** Failure to submit the hard copy is tantamount to non-submission of application documents.

6. The applicant must **indicate in his or her application letter the Plantilla Item No. of the position that he or she is applying for. Letter of intents not indicating the Plantilla Item No. applied for means a return of the entire application documents to the applicant for rectification.** The submission of the rectified application letter must be submitted within the period of submission of application documents.

7. **No additional** document/s shall be accepted after the set deadline.

8. Documents should be **arranged according to the criteria with proper ear-tag/s** and should be **placed in a red long envelope.**

9. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.

10. Application documents submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.

11. Applications submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.
12. Qualified applicants shall be assessed using the criteria stipulated in the following DepEd Order:
 - a. **DepEd Order No. 007, s. 2023** – Guidelines on the Recruitment, Selection, and Appointment in the Department of Education
13. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
14. The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.
15. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;
16. Immediate and widespread dissemination of this Memorandum is desired.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference:
To be included in the Perpetual Index
Under the following subject:

Application Documents

OSDS HRMU FDA/Extension of Submission of Application for School Principal II (Secondary)
0030/May 18, 2026